



PLEASE NOTE!
PRINTING INSTRUCTIONS
for
HRBEN
Benefits Administration

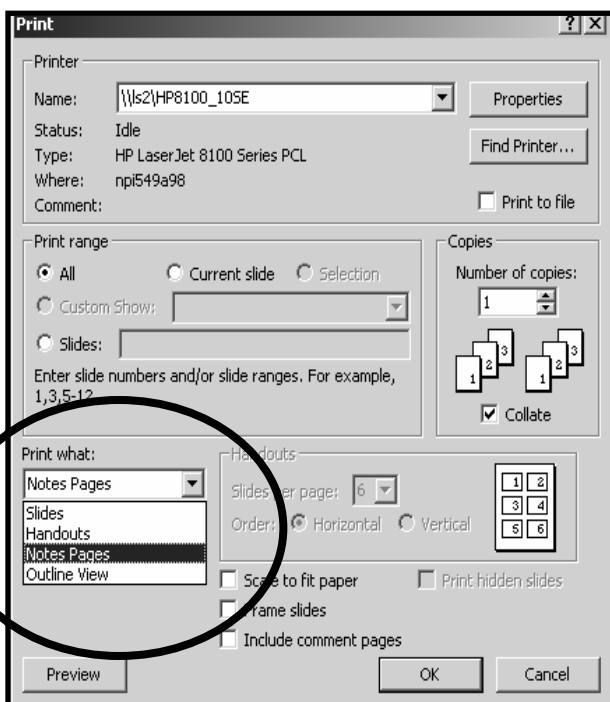
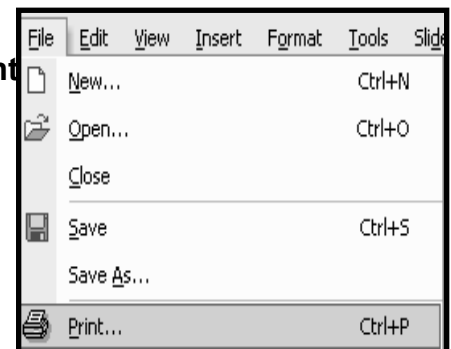
PRINT IN 'NOTES VIEW'

AASIS Support Center, DiAnnette Scott
July '04, Revised to V5.0

O-1

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AN AASIS TRAINING GUIDE

HRBEN Benefits Administration Course Objectives



Version Control Sheet

- **Course:** HRBEN
- **Courseware Items:** Core Curriculum
- **Change Summary**
Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|---------|------------------------------------|---|-----------------|----------------|
| 4/3/01 | Courseware developed and published | | | |
| 7/17/02 | Updated to v2.0 | Update of core curriculum. | 2.0 | All |
| 8/27/02 | Updated to v3.0 | Complete update of core curriculum, plus changes in QRCs. | 3.0 | All |

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Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|----------|-----------------|---|-----------------|----------------|
| 01/23/03 | Updated to V4 | Complete update of core curriculum, plus changes in QRCs. | 4 | All |
| 3/31/03 | Updated to V4.1 | Corrected QRC page numbers. | 4.1 | 0-9 |
| 3/31/03 | Updated to V4.1 | Added headings. | 4.1 | 0-11 |
| 3/31/03 | Updated to V4.1 | Added note and PA30 Create Benefit Enrollment-Rehire and S_L9B_07000180 Run Headcount Changes Report. | 4.1 | 0-12 |

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| Date | Change | Reason For Change | Updated Version | Pages Effected |
|---------|-----------------|---|-----------------|------------------------|
| 4/3/03 | Updated to V4.1 | Updated information in the notes. | 4.1 | 5-13, 9-10, 11-2, 12-3 |
| 4/3/03 | Updated to V4.1 | Changed exercise scenario #13. | 4.1 | 11-3 |
| 4/3/03 | Updated to V4.1 | Changed demonstration to 'Cancel Employee's Dependent Life Benefit Plan'. | 4.1 | 0-8, 11-4 to 11-19 |
| 4/25/02 | Updated to V4.1 | Added Task Flow for Time Sheet LWOP. | 4.1 | 12-3 |
| 4/25/03 | Updated to V4.1 | Clarified LWOP for Inactive employees. | 4.1 | 12-4 & 12-5 |

**Version Control Sheet**

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- **Change Summary**
Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|---------|-----------------|---|-----------------|---|
| 9/1/03 | Updated to V4.2 | Updated chapter 13 | V4.2 | All |
| 10/9/03 | Updated to V4.2 | Added additional information in notes | V4.2 | 0-1 |
| 10/9/03 | Updated to V4.2 | Updated notes | V4.2 | 7-2 |
| 10/9/03 | Updated to V4.2 | Added note about EBD's policy & procedure | V4.2 | 8-8, 9-8 |
| 10/9/03 | Updated to V4.2 | Updated chapter 2 | V4.2 | 2-21 thru 2-75 |
| 10/9/03 | Updated to V4.2 | Updated Task Flow | V4.2 | 2-18, 3-2, 4-3, 8-2, 9-2,10-2,11-2, 12-3, 12-4, 12-5, 12-6, 14-2 & 15-2 |

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Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|---------|----------------|--|-----------------|----------------|
| 07/2004 | Updated to 5.0 | ENTerprise version | V5.0 | All |
| 03/2005 | Updated | Reorganized chapter flow | V5.0 | All |
| 06/2005 | Updated | Automatic APERS Enrollment, Contributory and Non-Contributory Plans, Manual APERS Enrollment | V5.0 | 2-3, 2-4, 2-48 |



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BENEFITS ADMINISTRATION PROCESSES & ROLES

| TRANSACTION | PROCESS | ROLE |
|----------------|--|-------------------------------------|
| PA30 | Add Additional Child to Benefit Plan post-tax | Agency Employee Benefits Specialist |
| PA30 | Change Coverage-Family Status Change pre-tax | Employee Benefits Division-EBD |
| PA30/HRBEN0001 | Change Miscellaneous Benefit Plans post-tax | Agency Employee Benefits Specialist |
| HRBEN0001 | Correct Employee Benefit Enrollment Elections | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Create Benefit Enrollment-HIPAA Special post-tax | Agency Employee Benefits Specialist |
| PA30 | Create Dependent Record | Agency Employee Benefits Specialist |
| HRBEN0001 | Create New Hire Benefit Enroll-Automatic & Default | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Create New Hire Benefit Enroll-Employee Elections | Agency Employee Benefits Specialist |
| PA20 | Display Employee Benefit Data | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Enroll or Change Benefit Plan During Open Enrollmt | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Enroll in Post-Tax Benefit Plan | Agency Employee Benefits Specialist |
| HRBEN0077 | Generate Changes in Benefit Elections report | Agency Employee Benefits Specialist |
| HRBEN0079 | Generate Changes in Eligibility | Agency Employee Benefits Specialist |
| HRBEN0071 | Generate Eligible Employees report | Agency Employee Benefits Specialist |
| HRBEN0073 | Generate Health Plan Costs report | Agency Employee Benefits Specialist |
| HRBEN0074 | Generate Insurance Plan Costs report | Agency Employee Benefits Specialist |
| HRBEN0072 | Generate Participation report | Agency Employee Benefits Specialist |



BENEFITS ADMINISTRATION PROCESSES & ROLES

| TRANSACTION | PROCESS | ROLE |
|----------------|--|-------------------------------------|
| PA30/HRBEN0001 | Process Annual Opt Life Chg Due to Salary Increase | Agency Employee Benefits Specialist |
| HRBEN0001 | Process Anytime Changes | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Stop Participation for Divorced Spouse pre-tax | Agency Employee Benefits Specialist |
| PA30/HRBEN0001 | Stop Participation for Ineligible Child | Agency Employee Benefits Specialist |
| HRBEN0001/PA30 | Stop Participation for One of Several Children | Agency Employee Benefits Specialist |
| HRBEN0014 | Terminate Benefit Coverage | Agency Employee Benefits Specialist |
| HRBEN0014 | Perform Benefits DROP | Agency Employee Benefits Specialist |
| HRBEN0077 | Generate Changes in Benefits Elections Report | Agency Employee Benefits Specialist |
| PA30 | Create Benefit Enrollment - Rehire | Agency Employee Benefits Specialist |
| S_L9B_07000180 | Run Headcount Changes Report | Agency Employee Benefits Specialist |
| S_PH9_46000588 | Generate Report Verifying Time Worked for Benefits | Agency Employee Benefits Specialist |
| HRBEN0003 | Monitor Eligibility | Agency Employee Benefits Specialist |
| | | |
| | | |

Note: The role of Agency Employee Benefits Management can also access any Benefits report.

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